

State of Montana
Department of Labor & Industry
Brian Schweitzer, Governor



Employment Relations Division

WC Regulation Bureau
Contractor Registration Unit

Construction Contractor Registration 2005-2007
This is a two-year registration.

Enclosed please find your new Construction Contractor Registration Certificate, wallet-sized card and window decals.

You will receive one card per registration. This will help when customers ask if you are registered. Please remember to give your customer a copy of your certificate when you bid jobs.

The window decals can be put in your vehicle windows or your store window for "visual proof". Customers are starting to look for this logo and it will help your business be noticed. If you need additional decals please fax or send a list of the vehicle(s), license plate numbers and the owners.

Please note the status on your certificate, if you have an "Invalid if Employing Non-Exempt Workers" or a "Bid Only" status, remember that when you get employees you need to upgrade your certificate to "Employer". To do this at no cost, just send or fax a copy of your Montana specific workers' compensation policy to reflect the upgrade. If for some reason you no longer have employees you need to contact us to get your certificate changed so your registration does not get suspended due to lack of workers' compensation insurance. If you fail to do so, this may result in extra fees for being reinstated.

You can now update and renew your registration online at www.mtcontractor.com. If you do not know your password, please call our office. Also, soon in the future we will be able to accept credit card payments too. So please visit the website and become acquainted with what we are doing for you.

Registration prevents the employee liability of subcontractors from migrating to you. This registration also helps level the playing field in the construction industry by assuring that all construction contractors with employees are paying Montana rates for workers' compensation insurance.

While your registration is in effect, please remember to contact us within 10 days of any changes, most importantly address changes. Renewal forms are sent out two months before your registration expires.

If you have any questions or comments regarding your registration, please call us at (406) 444-7734.

Sincerely,

Contractor Registration Unit